

Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

1.9422
AS 749B
Cap. 2

WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

December 7, 1943

FINANCE AND ACCOUNTS DIVISION MEMORANDUM NO. B-46

To: Washington Finance and Accounts Division
Chiefs, Regional Fiscal Divisions

From: H. O. Hart, Chief, Accounting Management Section,
Finance and Accounts Division

Subject: Instructions for Disposing of Authorization Allotment
Record-Cards and for Refunding Deductions Under the Pay Roll
Allotment Plan for the Purchase of War Savings Bonds.

In accordance with instructions contained in Budget and Finance Circular No. 573, Supplement No. 9, dated November 23, 1943, the following instructions are effective immediately:

1. It will no longer be necessary to forward the "Individual Authorization Card and Record of Pay Roll Allotments" (Treasury Department Form No. 2254) to the General Accounting Office as previously instructed in Budget and Finance Circular No. 573 (paragraphs 45, 47, 48 and 64), dated June 18, 1942. All authorization cards which have been completed or for which the accounts have been closed, or on which a refund or claim is being made, should be filed in an inactive file and be held as part of the permanent records until such time as the cards are called for by the General Accounting Office.
2. In making refunds on Public Voucher for Refunds (Standard Form No. 1047), the voucher numbers and dates paid of the last prior pay rolls on which bond deductions were made in amounts the aggregate of which is at least equal to the amount to be refunded, should be cited as well as the number and date of the Certificate of Deposit and the number of the Schedule of Voucher Deductions (Standard Form 1096) under "Remarks" on the voucher.
3. Public Vouchers for Refunds involving deceased employees should be prepared as outlined in paragraph two, above. It is not necessary to schedule Public Vouchers for Refunds submitted as claims on Schedules of Disbursements, Standard Form No. 1064.

B-135

H. O. Hart

